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16 September 1954

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MEMORANDUM FOR: Colonel White

SUBJECT : Security and Employee Relations

1. The vast majority of Agency employees know what should be done to protect the Agency in the event of death, accident or serious illness occurring away from the office. It is questionable, however, if the wives and/or families are so informed. As a result, in situations where the employee is unable to act or to tell others what do do, proper procedure might not be followed and security jeopardized or the Agency embarrassed. To eliminate this possibility, it is suggested the Agency give consideration to the issuance of written information on procedures to be followed in such circumstances, and that the employees be asked to give this information to, and discuss it with, their wives and families.

2. If the above suggestion receives favorable consideration, it is further suggested that it be implemented to include information concerning day-to-day security problems and employee relation problems, such as:

- a. How to open charge accounts or other credit accounts;
- b. How to answer questions from relatives, close friends and neighbors regarding the husband's employment;
- c. Any other day-to-day security problems which could be made available to the employee's family; and
- d. What to do and who to contact in connection with:
  - (1) Claims benefits, etc., under U. S. Government or Agency life and health insurance;
  - (2) Payments due employees for back pay, etc., in the event of death; and
  - (3) Claims benefits, etc., applicable to veterans or to veterans' widows.

3. I believe this type of information could be written in such a manner that security would not be breached in any way and it would prevent flaps, as well as developing employee relations which, because of the recent U. S. Government and Agency insurance programs, are more necessary than ever.

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